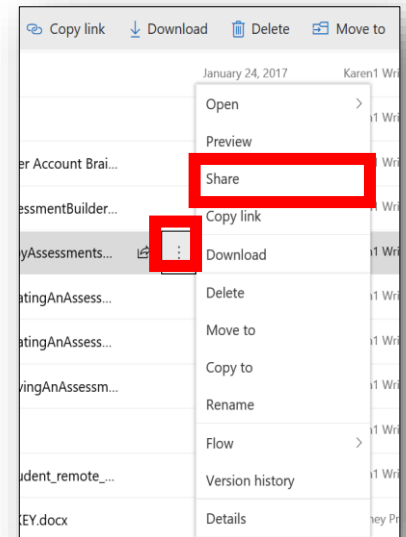
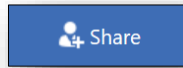


Sharing Via the Email Icon in OneDrive

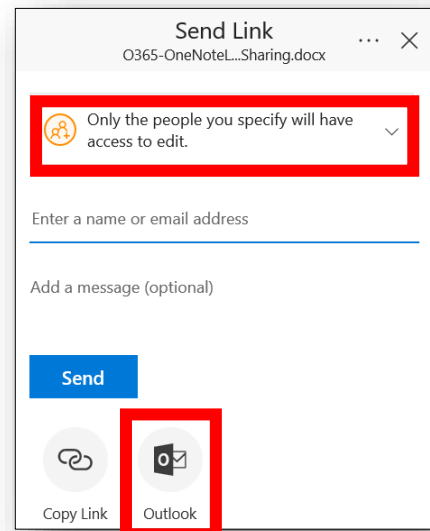
These directions will walk you through how to share a file in your OneDrive account via the email icon. You can use the email icon for sharing from the OneDrive or through the file itself with the Share icon.

Sharing a File Directly from OneDrive

1. Locate the file in your OneDrive account.
2. Click on the **three dots** located by hovering over the document's name and select Share.
*Note: You can also share with Outlook directly from your file. Look for the **SHARE** icon in the upper right-hand corner, and continue with the following steps below.*

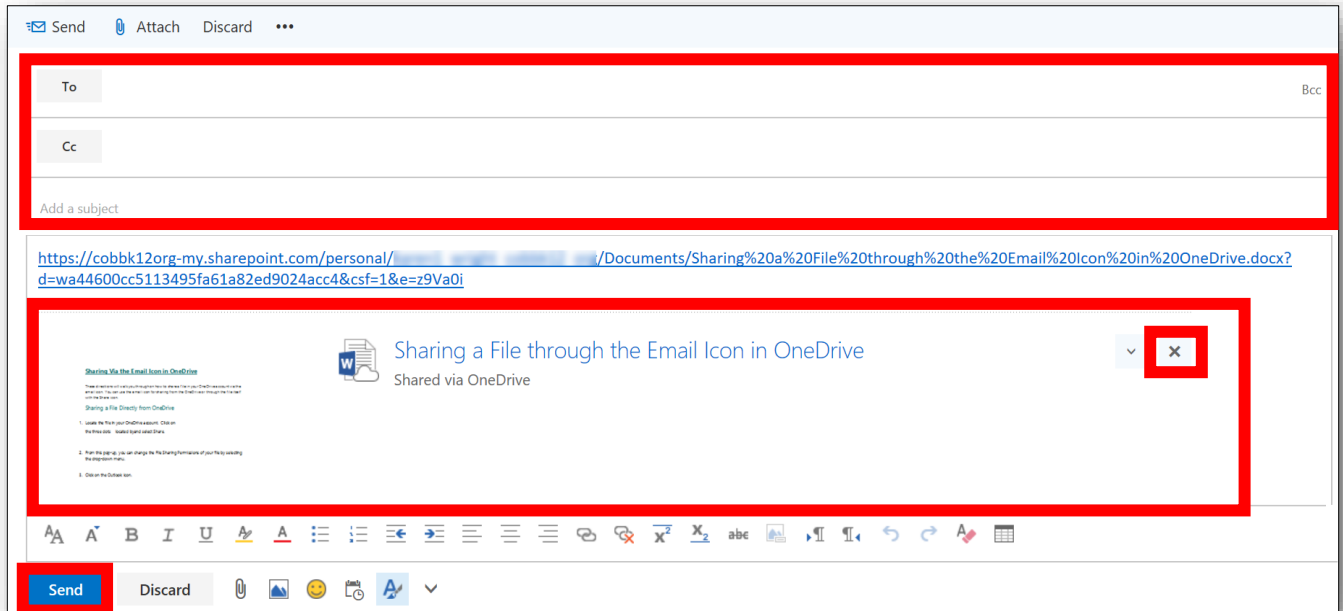


3. Change the **File Sharing Permissions** of your file by selecting the drop-down menu.
4. Click on the **Outlook icon**.



5. Type in the **name(s) of the recipients, subject** and any additional information in the email message.

Note: A thumbnail and file information will appear automatically at the bottom of your email. If you prefer this information not to be included in your email, click on the X to discard the thumbnail.



6. Click on the **down caret** and select the **permissions**.

7. Click **Send**.

